

United States Mission Nigeria

Vacancy Announcement

U.S. Mission Nigeria

Announcement Number: Abuja-2018-065

Position Title: Chauffeur (Pos. #FBIL-007)

Opening Period: October 15, 2018 - October 29, 2018

Series/Grade: LE-04/1015 /FP-AA

Salary: NGN 3,599,599 / USD 25,871

For More Info: Human Resources Office: 09-461-4261
E-mail Address: HRNigeria@state.gov

Who May Apply: **All Interested / All Sources**
FP-AA is USD 25,871/LE is NGN 3,599,599, - Actual FS salary determined by Washington D.C.

Security Clearance Required: FSN Security Clearance

Duration Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

Summary: The U.S. Mission in Abuja, Nigeria is seeking eligible and qualified applicants for the position of Chauffeur.

The work schedule for this position is:

- Full Time (48 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: Under the direct supervision of the Assistant Legal Attaché, incumbent operates a variety of armored motor vehicles to transport Legat personnel including VIP visitors, TDY staff, delegations and field trips. Performs daily and weekly preventive maintenance, including

but not limited to cleaning vehicles, document mileage, check fuel and oil levels, refuel vehicles, and check tire gauge. Incumbent may be required to assist motor pool during VIP delegation visits.

Qualifications and Evaluations

Education: Completion of secondary school education is required.

Requirements:

EXPERIENCE: Minimum of three (3) years professional driving experience is required.

JOB KNOWLEDGE: Knowledge of key locations such as government facilities, resident Embassies and Consulates, restaurants and shops is required. Must have good knowledge of automotive, mechanical, safety and maintenance practices.

Evaluations:

LANGUAGE: English Level III (Good working knowledge) Speaking/Reading/Writing is required. Language proficiency **may be tested**.

Level II (Limited knowledge) of any local language is required.

SKILLS AND ABILITIES: Ability to work on rotational shift schedule, as well as ability to drive carefully and cautiously in heavy and chaotic traffic situation are required. Ability to recognize a hazardous or dangerous situation and take appropriate action is required. Must be able to drive a variety of vehicles, including buses, sedans, trucks, both standard and automatic. Must have a valid Nigerian drivers' license, computer skills and proficiency in Microsoft Word and Excel.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM

(3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold an FSN security clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on website [Application for US Federal Employment \(DS-174\)](#)

To apply for this position, applicants should electronically submit the documents listed below. **Please limit all electronic (e-mail) submissions to one entry/e-mail not larger than 5MB.**

For more information on how to apply visit the Mission internet site.

<https://ng.usembassy.gov/embassy-consulates/jobs/>

Required Documents: Please provide the required documentation listed below with your application:

- [DS-174](#)
- Application letter addressing the Qualifications and Evaluation for the position
- Certificate or License (SSCE, WAEC etc.)
- DD-214 - Member Copy 4, Letter from Veterans’ Affairs, or other supporting documentation (if applicable)
- Residency and/or Work Permit (if applicable)

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Abuja, Nigeria.